

**THE TROY CIVIL SERVICE COMMISSION ANNOUNCES  
A PROMOTIONAL EXAMINATION  
A \$25.00 NON-REFUNDABLE FEE IS REQUIRED**

Exam Title: **Fire Captain**

Exam #: **74915**

Last Date for Filing: **May 15, 2015**

*(Applications must be submitted or postmarked by the last date for filing.)*

Date of Examination: **June 20, 2015**

**Job Title:** Fire Captain, City of Troy, Salary **\$63,890**.

This examination is being held to establish an eligible list and fill future vacancies for the City of Troy.

**Minimum Requirements:**

- Graduation from high school or possession of a high school equivalency diploma; **and**
- Candidates shall have served on a continuous basis as a Fire Lieutenant for at least 18 months with the City of Troy Fire Department;

**Special Requirements for Appointment:**

- Candidates shall possess and maintain a valid NYS driver's license for the duration of their employment with the City of Troy.

**DUTIES OF THE POSITION:** (Illustrative only)

- Directs the work of firefighters at scenes of fire and in station;
- Assigns men to lay out and connect hose lines and nozzles, directs hose streams, raise ladders, and ventilate buildings;
- Supervises and assists in salvage operations during and immediately following a fire;
- Inspects property at scene of fire to prevent re-ignition;
- Directs ventilating, and other work common to firefighting;
- Supervises the cleaning, checking and replacement of tools and equipment after a fire;
- Inspects equipment, grounds, and station to insure proper order and condition;
- Inspects buildings for fire hazards;
- Maintains complete company diaries, fire records and makes periodic report of personnel and activities;
- Supervises the maintenance and repair of all hoses, nozzles, hydrant gates, fire extinguishers, life net, inhalators and other equipment;
- Supervises the training and drilling of subordinates.

**SUBJECT OF EXAMINATION:** There will be a written test, which you must pass in order to be considered for appointment. The written test will test for knowledge, skills and/or abilities in such areas as:

**1. Administrative supervision**- These questions test for knowledge of the principles and practices involved in directing the activities of a large subordinate staff, including subordinate supervisors. Questions relate to the personal interactions between an upper level supervisor and his/her subordinate supervisors in the accomplishment of objectives. These questions cover such areas as assigning work to and coordinating the activities of several units, establishing and guiding staff development programs, evaluating the performance of subordinate supervisors, and maintaining relationships with other organizational sections.

**2. Fire prevention**- These questions test for a knowledge of fire prevention methods, principles, practices, and equipment. The questions cover such areas as the following: alarm systems; automatic smoke/fire detectors; automatic sprinklers; standpipes; dealing with building owners and managers; fire hazards; fire prevention education; and inspection of buildings.

**3. Firefighting practices and equipment**- These questions test for a knowledge of firefighting methods, principles, practices, and equipment. The questions cover such areas as the following: aspects of the Incident Management System; building materials and construction types; direction of subordinate firefighters; communications at emergency incidents; accountability; fire cause and origin; building inspections; extinguishing agents and application procedures; fire behavior characteristics; fire suppression; hand and power tools; hazardous materials; weapons of mass destruction; hoses, nozzles, and water streams; ladders and elevating platforms; self-contained breathing apparatus (SCBA); fire scene size-up; and ventilation.

**4. Preparing written material**- These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

**5. Principles and practices of staff development and training**- These questions test for the knowledge and abilities used to develop and deliver training. They address topics such as the assessment of training needs; instructional design; training methods and techniques; the use of training aids, materials, and technology; motivation; learning theory; classroom management; the evaluation of learning outcomes; and the usage of training-related data.

**6. Rescue techniques and basic emergency medical response**- These questions test for a knowledge of rescue techniques and basic emergency medical treatment. You will be presented with brief descriptions of various fire, rescue, and personal injury and illness situations. Each situation will be followed by one or more questions that cover such areas as the following: triage; bleeding; broken bones; burns; respiratory failure; cardiac failure; rescue-related tools; knot tying; rescue and associated EMS equipment.

**THE USE OF CALCULATORS IS *PROHIBITED* FOR THIS EXAMINATION**

*Use of a cell phone or similar electronic device during the exam is grounds for immediate disqualification*

Candidates who are successful on the written test will have points added to their score for seniority as of the date the eligible list is established and with the respective appointing authority as follows:

<b>1 year up to 6 years</b>	<b>1 point</b>
<b>over 6 years up to 11 years</b>	<b>2 points</b>
<b>over 11 years up to 16 years</b>	<b>3 points</b>
<b>over 16 years up to 21 years</b>	<b>4 points</b>
<b>over 21 years up to 26 years</b>	<b>5 points</b>

**This exam is being prepared and rated by the New York State Department of Civil Service, in accordance with Section 23-2 of the Civil Service Law. The provisions of the NYS Civil Service Rules and Regulations dealing with the preparation and rating of examinations will apply to the written examination.**

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to take a written test" helpful in preparing for this test. This publication is available on line at: [www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm)

**VETERANS** or disabled veterans who are eligible for additional credit must submit an application for veterans credit with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. Applications for veteran's credit are available from this office.

**APPLICATION FEE:** A **\$25.00 NON-REFUNDABLE** fee is required for each separately numbered examination for which you apply. The required fee must accompany your application. Applications may be filed in person at the Troy Civil Service Commission Office in Troy City Hall, or by mail.

If mailing the application, send check or money order, payable to the Troy Civil Service commission, and write the exam number and last four (4) digits of your social security number on the check. **DO NOT SEND CASH THROUGH THE MAIL.** The address is Troy Civil Service Commission, City Hall, 433 River Street, Suite 5001, Troy, NY 12180.

**Every question on the application must be answered. Submission of a resume instead of a complete application is unacceptable. An incomplete application may be disapproved.** Applications are available on line at [www.troyny.gov](http://www.troyny.gov) or at the Civil Service Commission Office, Troy City Hall, 433 River Street, Suite 5001, Troy, NY 12180.

**APPLICATION FEE WAIVER:** A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household, eligible for Medicaid, Supplemental Security Income payments, Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are Job Training Partnership Act/Workforce Investment Act eligible. **All claims for application fee waiver are subject to verification. Complete a "Request for Application Fee Waiver and Certification" form and submit it with your application.** Forms can be obtained from the Troy Civil Service Commission, City Hall, 433 River Street, Suite 5001, Troy, NY or online at [www.troyny.gov](http://www.troyny.gov) .

Accepted candidates will be notified when and where to appear for the examination. **No one will be admitted to the exam without a picture identification card, and an official admission letter.** If an application is rejected, due notice will be sent. The Commission does not make formal acknowledgment of receipt of an application. Call the Commission if you have not received your notice three (3) days before the date of the test.

**RELIGIOUS ACCOMMODATIONS – DISABLED PERSONS-MILITARY MEMBERS:** If special arrangements for testing are required, please indicate this on a separate sheet submitted along with your application.

**CROSS FILER STATEMENT:** Candidates applying for any other civil service exams to be given on the same date for employment with NY State or any other local government jurisdiction (excluding NY City):

**If you have applied for both State and local government exams to be held on the same date, you must notify the Troy Civil Service Commission of your intent to take both a State and local government examination, no less than two (2) weeks before the date of the exam.** When taking both a State and a local government examination you will be required to take all your examinations at a State examination center. You will be advised by letter when and where to report for your examinations.

If you have applied for other local government exams, call or write to each civil service agency to make exam site arrangements. You must make your request for these arrangements no later than two (2) weeks before the date of the exams. You must notify all government civil service agencies with which you have filed an application of the exam site at which you wish to take your examination.

**ALTERNATE TEST DATE POLICY:** The Troy Civil Service Commission recognizes the need to accommodate applicants on other than regularly scheduled test dates. Our alternate test date policy is based upon the premise that a candidate will make such a request only because of compelling circumstances, like an emergency conflict between the announced date and an event of serious importance beyond his or her control. However, a candidate should make every effort to appear on the announced date.

Note- for situations such as medical emergencies, the candidate must notify the Civil Service Office no later than the Tuesday following the Saturday scheduled test date.

**THE TEST CANNOT, UNDER ANY CIRCUMSTANCES, BE ADMINISTERED ONCE A CANDIDATE HAS BEEN IN CONTACT WITH OTHER CANDIDATES AFTER THE PRE-RATING REVIEW.**

**AN EXAMINATION CANNOT BE ADMINISTERED PRIOR TO THE SCHEDULED DATE.**

**To request an alternate test date, contact the Troy Civil Service Commission as soon as possible.**

**THE TROY MUNICIPAL CIVIL SERVICE COMMISSION AND ALL OF ITS APPOINTING AUTHORITIES ARE AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYERS.** Hiring and promotion decisions are based solely upon qualifications and ability and do not discriminate on any other basis. Minorities are encouraged to apply.